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Library Faculty Meetings Essence Notes

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# GS Libraries Faculty Meeting Essence Notes

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## **GS Libraries Faculty Meeting**

**August 6, 2018**

### **Essence Notes**

Attending:

**Faculty Henderson Library:** Bede Mitchell, Clement Lau, Leslie Haas, David Lowder, Jeff Mortimore, Debra Skinner, Ruth Baker, Jessica Garner, Nikki Rech, Lisa Smith, Lori Gwinnett, Jessica Minihan, Kay Coates, Autumn Johnson, Lizette Cruz.

**Faculty Lane Library:** Douglas Frazier, Beth Burnett, Ann Fuller, Melissa Jackson, Caroline Hopkinson, Vivian Bynoe, Aimee Reist, Kristi Smith.

**Consent Agenda:** Bede began the meeting by going over the Consent Agenda, which had been distributed to faculty earlier via email. The two items for review and approval on the Consent Agenda were

1. Approve "Gun Regulation and Legislation in America" for inclusion on the A- Z database list. HeinOnline is providing the University with access to this database free of charge.
2. The recommended charge for the Liaison Work Team. Currently the Work Team has no formal charge. (Please see attached document containing the charge.)

Bede asked if anyone had any questions or comments on the first item of the Agenda. Clement stated that as the item was free that it would be beneficial. There were no other questions or comments. Item was approved.

Bede asked if anyone had any questions or comments on the second item of the Agenda. Doug asked if anyone had heard from Judith Garrison on the charge. The answer was negative. Doug stated that since she is out he was not aware if she had seen the charge yet or if she had been involved in helping to form the charge. It was stated that she was not involved. Doug then stated that he would make her aware of the charge. Bede stated that if she had any questions or suggestion they could be considered and adopted in the future.

### **GS Libraries Faculty Governance Bylaws: Remaining Sections**

After the adoption of the first set of edits to the GS Libraries Faculty Governance Bylaws a month ago, the remaining set of the bylaws have not received any edits except for the section on elections which Lori Gwinnett had been working on. She has been updating this section and ensuring consistency with the Faculty Senate Policies and Procedures. A few suggestions have been received and adopted as well. There were two inquires that Bede wished to bring up for consideration.

The first inquiry was on the selection of external reviewers in the case of candidates for promotion. Presently the selection process of external reviewers are in the hands of the department head for the candidate, the candidate themselves, and the dean. The question was why the associate deans do not participate in this process. When the bylaws were originally written there was only one associate dean and that associate dean did not have a supervisory role. However due to the new organizational chart that is being put into place Bede opens up the option for consideration. Leslie stated that for a person in a lower position it would just mean an extra step but she thought that this would make sense for a department head who is a candidate for promotion. Clement stated that that would make sense since in that case the associate dean would be taking on the role that for a lower position candidate would be done by the department head. Bede suggested that we could change the wording to reflect the candidate, the candidate's immediate supervisor and the dean. Bede and Doug also agreed that an associate dean might have a greater network from which to draw an external reviewer especially since finding external reviewers is difficult. Caroline made the motion to substitute immediate supervisor for department head in the section about external reviewers. Leslie seconded the motion. All present approved the motion.

The second inquiry pertains to Appendix 9 which is the results of the weighting of faculty activities. The question is why less weight was being assigned to presentations at international conferences that was being assigned to presentations at national conferences. Bede explained that these numbers are not a set score but a guideline for those seeking tenure on where they can best concentrate their efforts and time. Bede also noted that this exercise needs to be repeated every few years since as the profession evolves some of the weights might need to change. Leslie agreed with the explanation Bede gave for the weighting and that it be included in Appendix 9. Doug asked if the weighting included decimals to the ones place. Bede responded affirmative. Doug suggested then stating that differences of half a point or less are not significant. Leslie suggested getting rid of the decimal point altogether. Bede stated that it depended on if people felt that the difference between say a 3.9 and 3.0 is significant. Bede then suggested taking Doug's point under advisement. He asked everyone to take a look at Appendix 9 after the meeting. He will put out some proposed language for everyone's review. Clement suggested adding to the weighted activities the acceptance of an invitation to be an external reviewer. Bede stated that they could do a separate weighting for that and insert it at some point. Bede asked if there were any other questions or comments on these sections of the bylaws. There was none. Jeff made a motion to accept the remaining bylaws with the exception of the weighting section which requires the explanatory language and the external reviewers section which requires the modification of the immediate supervisory wording. Leslie seconded the motion. All present approved the motion.

## **Strategic Goals and Meeting with Provost Carl Reiber on August 15<sup>th</sup>**

On August 15<sup>th</sup> the GS Libraries will be having a faculty meeting with Provost Dr. Carl Reiber. Bede thanked the departments that have so far handed in suggested strategic goals. He noted that there are two levels of goals; department specific goals and library wide goals. He also recognized that this year we have a much shorter time span to hand in strategic goals. Bede will be attempting to merge the GS Libraries' aspirational goals and the institutional values put together by the university wide committee along with SWOT (Strengths, Weaknesses, Opportunities and Threats) and use that as the framework for GS Libraries - wide goals. This would then be the basis of what would be presented to the Provost on August 15<sup>th</sup>. A draft will be shared with everyone hopefully by the end of the week leaving time for feedback. Dr. Reiber understands that what will be shared with him at the August 15<sup>th</sup> meeting is a draft and not a final strategic plan. Bede believes that at this meeting Dr. Reiber will be sharing with everyone some suggestions and ideas for the future of the GS Libraries of which, if everyone is enthusiastic about them, those suggestions will then need to be reflected in the strategic plan. After the meeting there will be a review of all the strategic goals again to separate those that will be used in the GS Libraries - wide strategic plan and the ones that will be used in the individual departments' strategic plans.

Clement also noted that there is an August 15<sup>th</sup> deadline for the Office of institutional Effectiveness. Bede stated that the Office of institutional Effectiveness will also need to have a basic outline of the GS libraries - wide strategic goals. Debra asked for the timeframe for the departmental strategic goals. Bede stated that it depends in part of the outcomes of the meeting with the provost on the 15<sup>th</sup>. There is a lot going on right now and once the library-wide strategic goals are finalized the departments will be better able to identify their departmental strategic goals. He is looking at a deadline after Labor Day for the departmental strategic goals. The strategic goals should be a three to five year plan. Bede asked if there were any questions or comments. There were none.

## **Budget Update**

GS Libraries received generous year-end funding at the end of FY18 which kick started efforts into the fully consolidated budget of FY19. An analysis is still being made to see how much of a kick start that funded provided. Bede would like to remind everyone however that the GA Libraries' commitments far exceed the GS Libraries' actual allocations. It has been pointed out for the last decade that Georgia Southern spends far less per FTE student on its libraries than do our official peer institutions. As a result Georgia Southern has tried to make up for that by providing a greater level of funding than it has done in its initial allocation each fiscal year. The GS libraries tend to be the greatest beneficiary of year-end funding of any unit on the GS campus. However this makes strategic planning and basic decisions difficult because it is unknown how much year-end funding the GS Libraries will receive from year to year. Our deficit keeps getting bigger every year because our base budget never increases while our

subscriptions tend to increase anywhere from 6 to 10 % annually. When Dean Mitchell started here at the GS Library the deficit that was about \$100,000 is now a deficit of over one million dollars. A few years ago the GS library did receive a base budget increase due to e-tuition dollars. This was a fee that was being charged to students who were taking online courses to further support the infrastructure necessary to support online courses. This included the increasing reliance on online information resources. That permanent increase was \$400,000 from graduate e-tuition and \$80,000.00 from undergraduate e-tuition for a total of \$480,000. However, e-tuition dollars are going away permanently. As a result those \$480,000 are no longer in our budget. Academic Affairs however did increase our general allocation by about \$345,824.00. That is still a net loss to the GS Libraries budget of \$134,176.00.

Bede also let everyone know that during consolidation a new college has been created, the College of Behavioral and Social Sciences. However the monies to fund that college have not materialized and now that college only has a budget for salaries. The provost has to try and figure out how to fund this new college. The university also had to make a final payment in FY19 for the penalty in the financial aid mistakes made. As a result the GS libraries must redouble its efforts to identify commitments that we can eliminate since we cannot continue to rely on year-end funding.

Some good budget news. We have a commitment from the Chief information Officer and Director of IT Services, Ron Stalnaker that he is going to be providing new dollars from student Tech Fee for student assistants at the Learning Commons in Lane Library. He has not given any specific amounts but this is the first time the GS Libraries have received money for the Learning Commons from Student Tech Fee.

Georgia Southern University continues to be lagging in fall enrollment. The term is about to begin and we have not met the targets for staying flat. And it is known that there is always a reduction in enrollment between the classes start date and the census date in October. If the semester starts without the University having meet its target it will only get worse. And since our budget allocation is based on enrollment that could mean that next year the Board of Regents could cut the budget. If the drop is minor then usually the Board of Regents just freezes it but if the drop in enrollments reaches into the thousands then we risk having the budget cut. Bede asked if there were any questions or comments. Doug commented that the flipside of the lowered enrollment is that for databases that are paid based on FTE those would come down in cost. Bede said, yes, we could renegotiate those contracts. Also Open Athens is going to make it possible to restrict access to just certain students and faculty and lower costs considerably. David commented that while Athens can do that the ability to actually restrict the access will depend on if Banner 9 will be able to provide the information needed to implement the restriction. Because of this David cannot promise that this will be possible. Bede recommended trying to work with IT to accomplish this and if needed discuss it with the Provost so that steps can be taken to get the information.

The consolidation of the GS libraries budget has provided some flexibility. Contingent upon approval from the Provost office, Bede and Doug have been able to create a new full-time position for the Learning Commons at Lane library. As soon as they get the approval they will begin to work on filling that position. The Learning Commons is the most popular place on the Armstrong campus to study and they have received numerous requests to expand the hours. Without this full time position the Learning Commons would actually have to cut their hours due to staffing issues. This position will not give them the same hours possible at Henderson Library but should give Lane Library some flexibility to offer hours better suited to their students on the Armstrong campus. The faculty at Lane Library will also be receiving more travel support than what they have had in the past. Doug will be sharing those allocations with the Lane Library faculty soon.

Clement commented that in spite of this good news we should still try to keep administrative costs down. For example taking inventory and cutting down on ordering supplies that are already in stock.

Aimee asked in regards to the new Learning commons position if they are yet at the step where they would need to begin to put together a position description or meeting with Human Resources. The provost has not yet approved the proposal. Tomorrow there is a Deans' Council meeting. Bede will make a note to get an answer from provost on this matter. This position may be getting held up because the interim president has decided that there will be a temporary hiring freeze. All new and vacant positions will need to be justified to the president's cabinet before recruitment can begin. As a result the provost had stated that deans were going to get a spreadsheet listing all the vacancies in their department with their justifications to see if they were going to need to strengthen the justifications because now the audience was no longer the provost but the president's cabinet. Bede still has not received the spreadsheet. However it is on the agenda for the Deans' Council tomorrow. After Bede finds out from the provost tomorrow he will email Aimee an update.

Leslie Haas asked about the job searches that are under way. Bede stated that if the searches are already under way they should not be affected. This will mainly affect new positions and vacancies. They will not be able to move as quickly on that as before as a result of this new step. Bede also noted that they could always ask to expedite the process if they can present a pressing need.

Clement commented that in regards to the enrollment decline this is not usual in consolidation proceedings. However it is everyone's responsibility to work hard to help those numbers bounce back for next year. The libraries can play a role in terms of resources and services that can be marketed to attract students to attend Georgia Southern.

## **Department Reports**

Leslie Haas introduced Autumn Johnson, the new Special Collections Librarian in the Research services Department. Everyone welcomed Autumn Johnson.

Doug stated that they are still working on the LPT1 at Lane Library. As a result Doug asks that if any student wishes to put in to print at Armstrong they will need to wait until they can resolve some technical issues.

Bede asked if any other departments had anything to report. None did.

## **Faculty Senate & Other Campus Committee Reports**

Faculty Senate Report: Lori stated that the Faculty Senate Committee met last Friday and did the last appointments for the seats for this coming year. All of the senators and alternates should have received notice of which committees they are seated on, both appointed seats and/or elected seats. All the seats for Senate and University Committees should now be filled. Lori asks everyone to go over the list she provided to confirm it is correct including the rotate off year. Senators can serve for 2 years however alternates can only serve for one year. With the approval of the by-laws there is now a library seat that needs to be filled. The by-laws have established a committee of two people, a Senate Elections Representative from each library. For Lane Library it will be Lauren McMillan for this year. Someone from Henderson Library is needed. This committee helps facilitate the distribution of committee information and helps answer any questions. It is not a lot of work and only happens at a few key points in the academic year. Mostly at the end of spring term and right before the beginning of fall semester. Lori needs someone to be nominated and suggests voting today. Jessica Garner nominated Kay Coates. Kay Coates accepted the nomination. Leslie Haas made a motion to accept Kay's nomination. Jeff Mortimore seconded the motion. The nomination passed unanimously.

Bede shared that the Faculty Senate Libraries Committees Membership has been announced. Previously we waited to meet until after Labor Day because of how busy the beginning of fall semester is. However the moderator would like the organizational meetings to take place in August. Bede is going to invite everyone to sit in the meetings when they are booked. It is useful to hear what the faculty has to say. While there are times when it would be useful to be present to answer questions that may come up, Bede asks that everyone use discretion when interrupting the meeting. The student association also has a libraries committee. Bede will also be inviting everyone to those. Bede encourages everyone to review the agendas for these meetings and make any suggestions that they might feel should be on the agenda.

Bede asked if there were any more committee reports. There were none. Bede asked if there was any old or new business or announcements. There were none.

## **Henderson and Lane Librarians Meet Separately to Discuss Issues Unique to the Individual Libraries**

At this point the faculty at Henderson discussed alternatives in light of losing access to rooms 1300 and 1302 to the Academic Success Center.